How to use the Summary of Submissions Database

About Summit Up

Proposed Selwyn District Plan
Summit Up – online summary of submissions

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Summit Up is Selwyn District Council's online database which summarises all submissions received on the notified Proposed Selwyn District Plan, and the decisions requested by submitters. Summit Up is only a summary of the submissions received – it does not include the full submissions. To fully understand the issues raised by a submitter, their original submissions should be read in full (a link to the full submission is included in Summit Up), together with any supporting material they might have included.

The online summary of submissions has been designed so that users can easily find the information that is of most interest to them. It's set up as a simple searchable table with all the submissions.

This information sheet outlines the multiple ways in which a user can find relevant submissions, for example based on 'Topic', 'Plan Reference' or submission type, in addition to searching for a specific submitter's submission. At the end of the document you can also find answers to most common questions.

What information can you find in Summit Up?

Below the clickable quick links you can see this screen:

| How to search 'Summit Up' | Visit Submission Map Tool | Make a Further Submission | Find Out More About the District Plan Review | View Proposed Selwyn District Plan |

Clear Filters

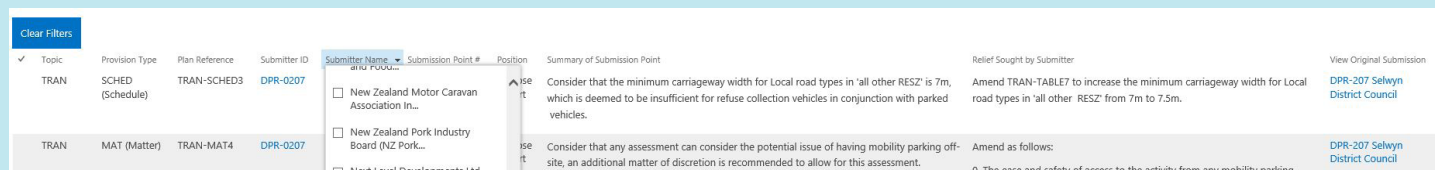| ✓	Topic	Provision Type	Plan Reference	Submitter ID ▼	Submitter Name	Submission Point #	Position	Summary of Submission Point	Relief Sought by Submitter	View Original Submission
	DEF	DEF (Definition)	New	DPR-0207	Selwyn District Council	001	Support	Considers that no definition of 'ridgeline' has been included in the proposed District Plan. This may cause uncertainty within the Plan given that some provisions rely on the term to determine compliance with the Plan.	Insert as follows: A geological feature that has a continuous elevational crest for some distance; provided that for the purposes of landscape assessments. This does not include the vegetation on the ridgeline.	DPR-207 Selwyn District Council

Here's what the columns show:

Column/Filter name	Description	Can I use this field to 'filter' submissions?
Topic	The Proposed District Plan's topics are listed by shortcode, eg GRUZ or SASM	Yes
Provision Type	You can filter submissions by Objective, Policy, Rule, or Rule Requirement. The options of Chapter and Explanation have also been provided and are used where the submission point relates to either an entire Chapter or an area within the Chapter that doesn't have a Plan Reference, for example a Note for Plan Users.	Yes
Plan Reference	This filters by reference to a specific provision to which the submission point relates to. It does it to one decimal point, ie SASM-R1. The option 'New' has been used where submitters have sought a new provision.	Yes
Submitter ID	The unique identifier number assigned to individual submitters also provides link to the submitter's contact information. This information is necessary for purposes of serving a further submission.	Yes
Submitter Name	Full name of the submitter	Yes
Submission Point #	Submission point number as allocated by the Council.	Yes
Position	Support or Oppose in full or in part, or Neither Support nor Oppose where no position is clearly articulated in the submission.	Yes
Summary of Submission Point	Brief synopsis of submitter's views on the provision.	No
Relief Sought by Submitter	Outcome the submitter would like to see.	No
View Original Submission	Link to view a copy of the original submission in full.	Yes

selwyn.govt.nz/districtplanreview

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Using the filters

Search by 'Submitter ID' or 'Submitter Name'

If you want to see all submission points from a specific submitter you can do it by their:

· Submitter ID, eg DPR-0207 - select the small black arrow next to the 'Submitter ID' filter 'and select the relevant submitter ID.

· Submitter Name, eg Selwyn District Council - select the small black arrow next to the 'Submitter Name' filter and select the relevant submitter.
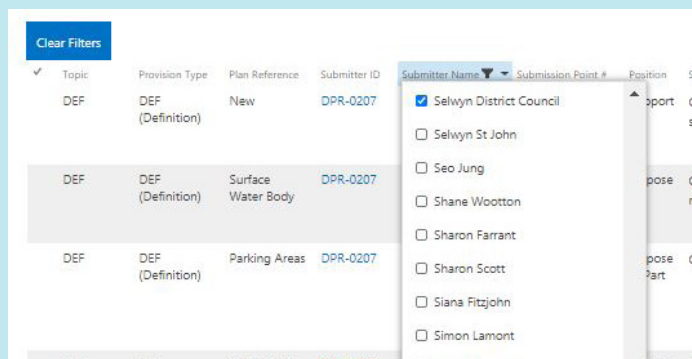

If you submitted on the Proposed Plan, this is a good place to start to see how your submissions points have been summarised and coded to different parts of the Proposed Plan.

If a submitter has made more than one submission point and you subsequently want to view the topics or specific provisions that the submitter's submission relates to, you can further filter for more detailed information. Alternatively you can 'Clear Filter' and restart your search.
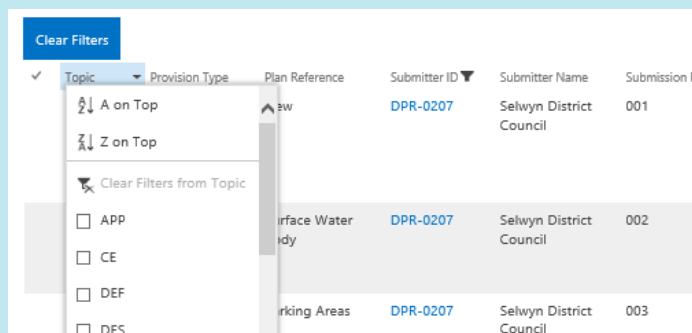

Search by 'Topic'

If you want to see all the submission points on a specific topic, select the small black arrow next to the 'Topic' filter and select the relevant topic, eg APP.
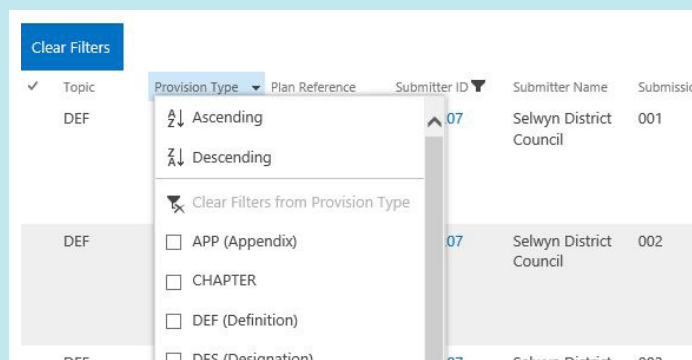

Search by 'Provision Type'

If you want to see what a submitter or submitters have said about specific provisions, eg policy, you can filter your search by using the small black arrow next to the 'Provision Type' filter and select the relevant type.

Search by 'Plan Reference'

If you want to find out what's been said about a specific provision, such as a rule, definition or overlay, you can filter the summary by 'Plan Reference'.

If you are interested to see if there has been any submission point on a specific rule, for example Noise-R4, you can select it from the drop-down reference list. As there are over 2,000 unique references in the summary of submissions, you should use the filter function for this field in the first instance.

Search by 'Position'

If you wanted to see which provisions received submissions in opposition you can filter by position.
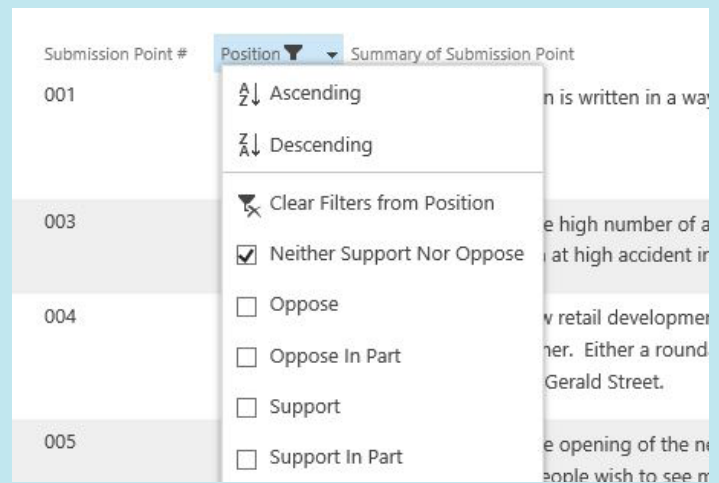
Answers to most common questions

How can I find my submission?

You should have received confirmation from the Council with your Submitter ID after lodging your original submission. To find the summary of your submission, search the Summit Up database by using the filter 'Submitter ID' or alternatively 'Submitter Name' (as outlined above). In the search results you can also find a link to a copy of your original submission and any additional correspondence associated with it, such as where Council has sought clarification of any aspects of your submission while summarising it.

How do I get the original submitter's details so that I can send them a copy of my further submission?

You can find a submitter's contact details by:

· checking the document *List of all submitters and their contact details* which can be found on our further submission web page at www.selwyn.govt.nz/dprsubmission

· clicking on the submitter's ID number in Summit Up
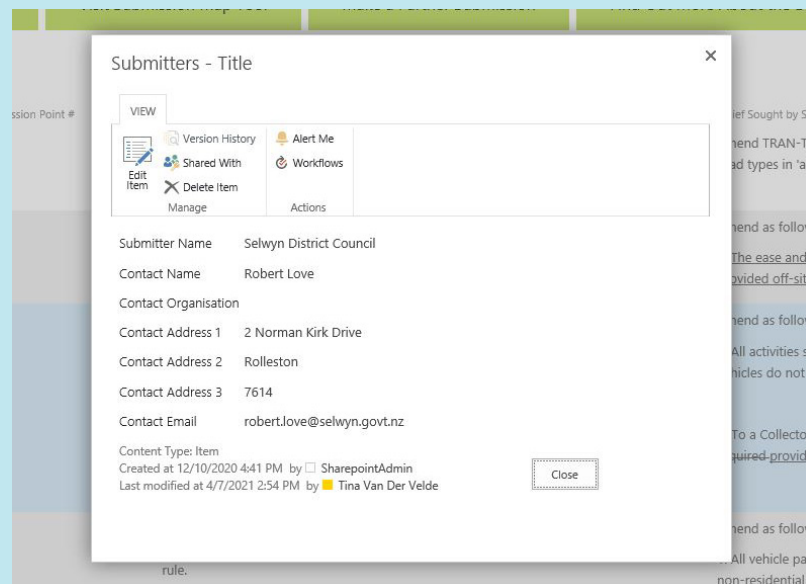
· reading a copy of the original submission which can be accessed in Summit Up (see below Q&A for more information).

How can I find a copy of an original submission?

You can access a full copy of the submission in Summit Up under the last column 'View Original Submission'.

View Original Submission

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✓	Topic	Provision Type	Plan Reference	Submitter ID	Submitter Name	Submission Point #	Position	Summary of Submission Point	Relief Sought by Submitter	View Original Submission
	TRAN	SCHED (Schedule)	TRAN-SCHED3	DPR-0207	Selwyn District Council	015	Oppose In Part	Consider that the minimum carriageway width for Local road types in 'all other RESZ' is 7m, which is deemed to be insufficient for refuse collection vehicles in conjunction with parked vehicles.	Amend TRAN-TABLE7 to increase the minimum carriageway width for Local road types in 'all other RESZ' from 7m to 7.5m.	DPR-207 Selwyn District Council

How can I see what decisions have been requested by submitters?

This information is in the 'Relief Sought by Submitter' column of the Summit Up table. In some instances you may need to refer to the full submission for more detail, by clicking the link supplied (see black circle):

Delete as notified and replace with:
Fresh water or geothermal water in a river, lake, stream, pond, or wetland, or any part thereof, which is not located within the coastal marine area.

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How can I find out whether my neighbour has made a submission requesting to have their property rezoned?

All rezoning requests are tagged to the 'REZONING' topic. If you know your neighbour lodged a submission you could look up their name, alternatively you may need to filter to show all the rezoning requests and scroll through the decisions sought.

We have also developed a submission map tool which gives you a visual indication of where a rezoning or other new map related changes have been requested. Please note not all map change requests were mapped so we strongly suggest this tool is used in conjunction with the entire summary of submissions in Summit Up. Visit www.selwyn.govt.nz/districtplanreview to check out the map.

Visit Submission Map Tool

What's with all the acronyms?

The National Planning Standards require councils across New Zealand to start standardising district plan content. One aspect of this is using unique identifier codes and specific chapter names:

Code	Chapter	Code	Chapter
ABB	Abbreviations	APP	Appendices
ASW	Activities on the Surface of Water Chapter	CE	Coastal Environment Chapter
CL	Contaminated Land Chapter	CMUZ	'Commercial and Mixed Use Zones'
DEF	Definitions	DES	Designations Chapter
DEV	Development Areas Chapter	DPR-GEN	Points related to multiple sections of the Plan
DPZ	Energy and Infrastructure Chapter	EI	Energy and Infrastructure Chapter
EIB	Ecosystems and Indigenous Biodiversity Chapter	EW	Earthworks Chapter
GIZ	General Industrial Zone	GRAZ	Grasmere Zone
GRUZ	General Rural Zone	GRZ	General Residential Zone
HAZS	Hazardous Substances Chapter	HH	Historic Heritage Chapter
HPW	How the Plan Works	INTRO	Introduction
KNOZ	Knowledge Zone	LCZ	Local Centre Zone
LFRZ	Large Format Retail Zone	LIGHT	Light Chapter
LLRZ	Large Lot Residential Zone	LRZ	Low Density Residential Zone
MANA	Tangata Whenua/Mana Whenua Chapter	MPZ	Māori Purpose Zone
NATC	Natural Character Chapter	NCZ	Neighbourhood Centre Zone
NDI	National Direction Instruments Chapter	NFL	Natural Features and Landscapes Chapter
NH	Natural Hazards Chapter	NOISE	Noise Chapter
NON-DPR	Submission points that need to be dealt with via other avenues	PA	Public Access Chapter
PORTZ	Port Zone	RESZ	Residential Zones Chapter
REZONING	Requests to rezone land	SASM	Sites and Areas of Significance to Māori Chapter
SD	Strategic Directions Chapter	SETZ	Settlement Zone
SIGNS	Signs Chapter	SKIZ	Porters Ski Zone
SUB	Subdivision Chapter	TCZ	Town Centre Zone
TEMP	Temporary Activities Chapter	TEZ	Terrace Downs Zone
TRAN	Notable Trees Chapter	TREE	Notable Trees Chapter
UG	Urban Growth Chapter		

The shortcodes are also explained in the Proposed District Plan at www.selwyn.govt.nz/proposedplan.

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